GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

4/7/-11

Application Number

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980	•	ORDS MANAGEMENT D	
	Date Received	Application No. 76-140-A	NOV 1 7 198
	SEP 1 8 1980	10 170 17	- 1 7 7 700
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		·	
Record Series Title: 76-140 CETA Enrollee Work Experience Payroll Certification Cards	Person to Contac	et:	
Item number to be amended: Item 16 on old form Item 10b on new form (3/80	Telephone No.	656-3040	•
Reads as follows: "no" on confidentiality of records	3		:
	,		•
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•		•	
	•		
Amended to read: "yes" on confidentiality of recor	rds		·
Amended to read. Jed our don't desired and			
	4	· ·	
G Gde 54-637 (1)	e.		
Reason for change: Public service employee records unspection; all other personal records include	under CETA	çemain open t	o public
"inspection; all other personal records include made "available to the public to the same deg	ding finance	ial records s	hall be
mation available about its employees." Georg	gia State Me	erit System r	egulation
therefore make all except PSE employment reco		•	•
AUTHORITY: Federal Register, July 20 1979; 29 Division Director/Designee:	9-70/2036-31	D1,2. $9/2$	180
		4/20	10.
Records Management Officer (RM&C):		Date//	1250
ESA Director:	·	Date	
State Auditor/Designee:		Date 70-3	- 80
Q m W			C/ A
Secretary of State/Designee:		Date 10-27	
Attorney General/Designee:		Date //-/	V'8U

4171-11



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date GEORGIA DEPARTMENT OF LABOR **Application Number** 2-6-80 UNEMPLOYMENT INSURANCE DIVISION 76- 140- A SPECIAL PROGRAMS PAYMENT UNIT - ROOM 299 Application Number Date Received Date Completed 254 WASHINGTON STREET, S. W. 1 FEB 1 9 1980 FEB - 8 1980 ATLANTA, GEORGIA 30334 2. Person to Contact Working Title Telephone Number SUPERVISOR, SPECIAL PROGRAMS PAYMENT UNIT (404) 656-3074 WILLIAM F. REYNOLDS 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation: no further accumulation anticipated. The Amend Application No. 76-140 Check One: The Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office: if different) 4. Dates of Series Earliest COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA) ENROLLEE WORK EXPERIENCE PAYROLL CERTIFICATION CARD FILES. 06-01-78 PRESENT 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? THE SPECIAL PROGRAMS PAYMENT UNIT RECEIVES INITIAL ENROLLMENT FORMS AND ESTABLISHES A RECORD FOR EACH INDIVIDUAL PARTICIPANT; RECEIVES AND PROCESSES WEEKLY REQUESTS FOR PAYMENT OF ALLOWANCES, WAGES, AND WORK INCENTIVE TO PARTICIPANTS ENROLLED IN RELATED PROGRAMS. MAKES PERIODIC AUDIT AND REVIEW OF PAYMENT RECORDS TO PREVENT DUPLICATION OR OVERPAYMENTS. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: DISBURSING FUNDS TO PARTICIPANTS OF COMPREHENSIVE EMPLOYMENT Included are: TRAINING ACT (CETA) PROGRAMS. PAYROLL CERTIFICATION CARDS (CETA 23-A). File is arranged: NUMERICALLY BY PROJECT IDENTIFICATION AND THEN BY SOCIAL SECURITY NUMBER. 8. Monthly Reference Rate How often are records referred to which are: ; Seven to twelve months old _____; Thirteen to twenty-four months old ____ One to six months old _ twenty-five months and older _ * DISCRETION OF AUDITORS. 9. Annual Rate of Accumulation of Records IBM CARD BOXES, ; Shelves ____; Other (specify) Letter-size drawers _____; Legal-size drawers _____;

AR-50-71; Rev. 76

(Over)

APPROXIMATELY THREE HUNDRED TWENTY (320) ANNUALLY.

YES NO 10. Questionnaire	(Place an "X" in th	ie proper column))		
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[[i_1]O(' Milele		information requi	iring cogurity bandling?	If you give law on	
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X c. Is this a vital r			1		
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g. Is the informa	ition contained in this s	eries ever analyze	ed and/or recorded in a s	ummarized report	?
h le there a dun	CODY		n another office or agenc		
X If yes, where?	<u> </u>				
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☐ Hold in the current file	es area <u> </u>	h(s)1	al Year; Other		then,
☐ Transfer to local holding ☐ Transfer to State Re∞	as area mont ng area; hold	h(s) 1	_year(s); then / Para /		then,
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STATE *

OF

GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE

1 Application Date PEDDUCATY 3, 1976 2 Agency Application Ro. DL - 029 INSTRUCTIONS: See deparate ind front and reverse of this form, s and forward to repartment of Archive Recorde Management Officer.	
Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit	C. R. Ridge
Room 367 State Office Building Atlanta, Georgia 30334 7.ACTION REQUESTED	5. Versian title 6 fee 45. Supervisor 656-3074

		SPOSITION					SPOSE	OF	PRESENT	ACCUN	MULATION;
RECORD	MILL	CONTINUE	TO	ACCUMULATE.	ш	NO	FURT	HER	ACCUMULA	MOIT	ANTICIPATE

8.Earliest & Latest Dates of Series 05/06/74 to date

9. Exact Series Title Comprehensive Employment Training Act (CETA)
Enrollee Work Experience Payroll Certification Cards

What is the function of the office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment
Security Law which requires that legal entities employing workers in Georgia report and pay
taxes on wages of such employees; and to subsequently pay benefits to such covered workers when
they are unemployed through no fault of their own and when they comply with certain requirements
The Division administers the payment of allowances and wages as required by the Manpower Programs
of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establish a payment account for each individual enrollee and trainee; receives and processes weekly request for payment of mf allowances and wages including the payment of Incentive and Training Related Expense to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate or overpayments; periodic review of records to ascertain continued eligibility and maintenance of records.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to paying enrolleesin the Work Experience Program established under the Comprehensive Employment Training Act of 1973.

Included are: form CETA-23 (Individual Payroll Certification Card) "Sample attached." File is arranged numerically by Work Site Project Control Number, thereunder alphabetically by enrollee's name.

ATTACH SAMPLES OF THE FILE

2. Equipment occupies	No. of Dravers	Cu. Pt. of Pecorder		Bo. of	Draveys	Cu. Ft. o	f Records
Letter-size File Dravers			ARRUAL RATE OF ACCUMULATION	Trays	- 132	9	0
Legal-size File Drawers	/		Figur Space Occupied (Square Feet)	in orr	ice(a)	In Store	ne reili
3 X 8 Card Trays	/22	•38		This Year's		Preceding Tear's	Ali Prio
			AVERAGE DATLY REFERENCES	7	0 .	0	0

		•	₹ PAGE 2
OUESTIONNAIRE Place an "a" in the proper column	f answer is "YES." please explain	<u> </u>	YES' NO
13. Is this the Record Copy of the ser			
14. Is there a duplication of this ser	ies in another office or agen	cy?	[] [X]
15. Is the information contained in the Attach topy of summary or publicat	,	published?	
16. Does the series contain classified		ty handling?	
17. Does the series initiate, amend or	terminate agency policies an	d procedures?	
18. Could the function be performed if	the files were lost or destr	oyed?	[XX] []
19. Is the series (or major portion of	it) regularly microfilmed? I	f yes, why?	[] [XX]
20. Does the record series provide dat	a as input to an EDP file?		
21. Does the record series contain doc	umentation produced as EDP pr	intout?	
22. Has the Federal Government issued sition of these files? Federal Reg Records Retention Requirements" (J	ister (Vol.40, No. 47, PartI) anuary 1, 1975) Part VIII	[I], "Guide to	. [×]
23. Will there be a need for these rec	ords 10, 15 years from now? I	f yes, what?	[] XX
24. REQUIREMENTS. The following require	s the files to be kept 4	years:	
e.[]STATE b.[]STATUTE OF c.[]AUDIT LAW LIMITATION PERIOD (Cite Law, Statute, or o	d.[]FEDERAL e.[A]ADMINIST LAW DECISION ther reason for the retention		
Based upon standards of	disposition for other departm	nents. See ite	em 22
25. AGENCY RECOMMENDATIONS. This agency of each -[]CALENDAR YEAR -[]FISCA	recommends that the file ser	ies be cut off at	the end ;
[] Hold in the current files area [Transfer to [] State Records C [] Destroy.	enter [] Local Holding Area;		s):
[] Transfer to State Archives for [] Destroy immediately after cut-o			
(x) Other: (Specify) Cut off file a	t the end of each month, hole		
the State Records Center, hold 3 years			
(Indicate briefly rationale for rationale for rationale for filing expected over and above necessary ac	quipment and floor space requ	mired to hold inac	tive
Records Management Officer (Signature)	Date		ral.
John (- Unall 2-	976 OTHER REQUIRED S	IGNATURES	DATE
Recommendations Agency Head/Designee in paragraph 25 Approved [] Disa	oproved of Jane	J	2-5-6
are: State Auditor/Designe [] Approved [] Disa	pproved (1) (1) (1)		5-7-76
STATE RECORDS Secretify of State/De COMMITTEE Approved [] Disa	pproved Culture S	fart	2-19-76
Attorney General/Desi [V Approved [] Disa	pproved /WMITh	eel	1-10-76

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & RISTORY
RECORDS MANAGEMENT DIVISION

PAGE

GEORGIA	MECONDO MANAGEMENT DIVISION
1 Application Date February 3, 1976 INSTRUCTIONS: See separate instructions for comp front and reverse of this form. Sign original and to	
2 Agency Application No. and forward to Pepartment of Archives and History, A	
DL-029 Records Management Officer.	FEB 1 0 1976
Georgia Department of Labor	Person to Costart
Unemployment Insurance Division	C. R. Ridge
Special Programs Payment Unit	5. Working fittle 6 fel. Ho.
Room 367 State Office Building Atlanta, Georgia 30334	Supervisor 656-3074
7.ACTION REQUESTED	
ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED
8. Earliest & Latest Dates of Series 06/06/74 to date 9. Exact Series Title Comprehens Individual Enrollee Wor	sive Employment Training Act (CETA) rk Experience Payroll Certification Cards
The function of the Unemployment Insurance Division is Security Law which requires that legal entities employ taxes on wages of such employees; and to subsequently they are unemployed through no fault of their own and The Division administers the payment of allowances and of the United States Department of Labor. The Many The Special Programs Payment Unit receives initial enaccount for each individual enrollee and trainee; receipayment of allowances and wages including the payment Expense to participants enrolled in the Work Incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments; periodical enrolled in the work incentive controls to prevent duplicate or overpayments.	rollment forms and establish a payment eives and processes weekly request for entropy ment and pay benefits to such covered workers when when they comply with certain requirements wages as required by the Manpower Program of Program U.S. Destablish a payment eives and processes weekly request for ent of Incentive and Training Related e Program. Establish and maintain
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Documents relating to paying enrolleesin the Work Expe	ariance Program established under the
Comprehensive Employment Training Act of 1973.	sitence itogram escapitance author one
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Included are: form CETA-23 (Individual Payroll Cert	
File is arranged numerically by Work Site Project Coby enrollee's name.	ontrol Number, thereunder alphabetically
by entotice a game.	
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• I	
ATTACH SAMPLES OF THE	FILE
12. EQUIPMENT OCCUPIED No. of Dravers Cu. Pt. of Records	No. of Drawers Cu. Ft. of Records

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lle Dravers		ABRUAL RATE OF ACCUMULATION	Trays - 132 90			
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	PAGE	2
QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO.
13. Is this the Record Copy of the series?		
14. Is there a duplication of this series in another office or agency?	[]	[XX]
15. Is the information contained in this series ever summarized or published? — — — Attach copy of summary or publication.	[],	[X X]
16. Does the series contain classified information requiring security handling?	[]:	[XX]
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[XX]
18. Could the function be performed if the files were lost or destroyed?	XX]	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[XX]
20. Does the record series provide data as input to an EDP file?	[]	
21. Does the record series contain documentation produced as EDP printout?	[]	[XX]
22. Has the Federal Government issued instructions governing the retention/dispo- sition of these files? Federal Register (Vol.40, No. 47, PartIII), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII	[x]	
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	XX
24. REQUIREMENTS. The following requires the files to be kept 4 years:	,	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e. X ADMINISTRATIVE f.[]HISTO LAW LIMITATION PERIOD LAW DECISION VALUE		4.
(Cite Law, Statute, or other reason for the retention requirement)		47.50
Based upon standards of disposition for other departments. See ite	m 22	
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[4]OTHER See below	the en	
[] Hold in the current files area month(s)/year(s):		
[] Transfer to [] State Records Center [] Local Holding Area; holdyear(s	3):	
[] Transfer to State Archives for permanent retention.		
[] Destroy immediately after cut-off. [x] Other: (Specify) Cut off file at the end of each month, hold in current files	area	1
year or until Federal or State Audit is completed, whichever is later, then trans	fere	to
the State Records Center, hold 3 years; then destroy.	•	
		1
(Indicate briefly rationale for recommendations above/or write additional remark	(a):	
To eliminate necessity for filing equipment and floor space required to hold inac records over and above necessary active files which do not require frequent refer	tive	
Records Management Officer (Signature) Date OTHER REQUIRED SIGNATURES	DA [*]	TE
Recommendations Agency Head/Designee		-
in paragraph 25 [Approved [] Disapproved [] Janel are: FERRAL State Auditor/Designee Doc []	2-5	-6
Approved Disapproved	5-14	1.76
STATE RECORDS Secretific of State/Designee COMMITTEE DATAPORE DISAPPROVED CURSUL Just	2-19	3-76
Attorney General/Designee [] Approved [] Disapproved		